

OFFICE OF TRAINING

NOTICE  
NO. 30-55

30 November 1955

SUBJECT: Office of Training Annual Meeting

1. The annual meeting of all personnel of the Office of Training will be held in the Auditorium of the R&S Building from 1545 to 1700 hours on Thursday, 22 December 1955. A minimum number of employees necessary for office telephone coverage will be exempt from attending the meeting.

2. All employees are invited to remain for a Christmas social gathering immediately following the meeting. All who attend are requested to contribute according to the following scale to help defray expenses:

GS-7 and below	.50
GS-8 through 12	1.00
GS-13 and 14	1.50
GS-15 and above	2.00

Contributions will be turned in to appropriate School and Staff Chiefs who in turn will forward the money to [REDACTED].  
Deadline for contributions is 9 December 1955.

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3. [REDACTED], a professional band comprised of CIA personnel, will provide dance music from 1700 to 1900 hours.

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[REDACTED]  
MATTHEW BAIRD  
Director of Training

Distribution:  
All OTR Personnel

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